

April 2013

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1 LABOR: Reverse Mar Month-end Estimate Normal DW refresh	2 LABOR: PP05 SURCHARGES Normal DW refresh	3 LABOR: PP05 SURCHARGES Normal DW refresh	4 Normal DW refresh	5 GL: Final Close Mar 2013 Normal DW refresh	6 Normal DW refresh
7	8 Normal DW refresh	9 Normal DW refresh	10 Normal DW refresh	11 Normal DW refresh	12 Normal DW refresh	13 Normal DW refresh
14	15 LABOR: PP06 Normal DW refresh	16 LABOR: PP06 SURCHARGES GL: Update AR Trial Table Normal DW refresh	17 LABOR: Month-End Estimate SURCHARGES Normal DW refresh	18 Normal DW refresh	19 Normal DW refresh	20 Normal DW refresh
21	22 Normal DW refresh	23 Normal DW refresh	24 LABOR: APR NOAA CORPS Normal DW refresh	25 DISBURSEMENTS: Last run for APR SLTs SLTs to be approved for Apr are due to FMB by 4:00 pm ET Normal DW refresh	26 CA O/U Reversal – Part C Normal DW refresh	27 Normal DW refresh
28	29 SLTs: 12:00 pm ET Final Approval CA SURCHARGES processed prior to the “7 AM” closing Normal DW refresh	30 CFS G/L MONTH-END PRELIM CLOSING 7:00 AM ET Close AP,AR,PO CA O/U Process WIP 12:00 NOON ET Close remaining modules Normal DW refresh				

7 AM Closing

The following modules will be placed in “**PRELIMINARY**” close for the **April 2013 General Ledger**

- PR – Purchase Requisitions (Commitments)
- PO – Purchase Orders (Obligations, etc.)
- AP – Accounts Payable (Invoices and Receiving Tickets, etc.)

Please note: AR is open for WIP only. No other AR transactions.

8:00 PM ET PR, PO AND AP may begin working on May 2013 transactions

12 Noon Closing

The following modules, will be placed in “**PRELIMINARY**” close for the **April 2013 General Ledger**

- ALLOC – Cost Accumulation/Allocation (Surcharges, etc.)
The Cost Accumulation Over/Under (CA O/U) process:
7:00 am ET on Tuesday April 30, 2013.
 - BE – Budget Execution (Resources, Apportionments, Allotments, BOPs)
NOTE: Month end G/L closing process does NOT prohibit end users from entering BOPs.
 - AR – Accounts Receivable
 - GJ – General Journal (GJs and Labor, etc.) (GJs may be entered until 12 noon)
 - GL – General Ledger
- These transactions will affect the Cost Accumulation Surcharge & Over/Under processes.